



December 5, 2008

JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: *SUPERVISING LIBRARIAN I*

TENURE/TIME BASE: *PERMANENT FULL TIME*

BUREAU/SECTION: *STATE LIBRARY SERVICES/BRAILLE & TALKING BOOK LIBRARY*

MONTHLY SALARY: *\$4786-\$5818*

Under the direction of the Braille and Talking Book Library (BTBL) Manager, this position is responsible for the operation of client outreach services, including planning and coordination of outreach, programming, and marketing of BTBL services. The Outreach and Programs Supervisor assists with the system administration for the BTBL integrated library system – KLAS (Keystone Library Automation System), coordinates BTBL's volunteer program, and oversees recorded book playback machine services.

DUTIES:

- Communicates effectively with staff, BTBL manager, and other administrators.
- Keeps BTBL manager and staff informed of progress on routine work and projects, as well as overall CSL and management issues.
- Oversees projects related to BTBL outreach/programming services and machine repair.
- Assists BTBL Manager in setting goals and objectives for the section. Develops and recommends policies and procedures to the BTBL Manager. Serves as BTBL Manager in his/her absence.
- Develops and implements a marketing, outreach, and in conjunction with Northern California sub-regional libraries, an awareness plan for National Library Service for the Blind and Physically Handicapped (NLS).
- Develops and implements a plan to provide BTBL representation at strategic meetings of client groups and groups serving BTBL customers.
- Analyzes and implements existing services, client survey mechanisms, and identifies possible new services.
- Works with community members and organizations in the development of BTBL programs.
- Collaborates on coordination and publications of quarterly newsletter, library guides, and web content, ensuring that publications and media products are current and appropriate for the intended audiences and in keeping with CSL publication standards.
- Assist with development of an advisory group comprised of BTBL clients and representatives of organizations serving them.
- Assists BTBL Manager as system administrator for the integrated library system (KLAS). Informs BTBL manager of trends in the field.
- Makes recommendations for new technology that would benefit services to BTBL customers.
- Analyze implications of technical and programmatic changes made by the NLS.
- Assists with development of transition plan for implementation of digital books and other emerging technologies for BTBL clients.

- Performs monthly copy allotment for adding NLS items to BTBL collections and integration of MARC records into KLAS.
- Devises and implements strategies for expanding BTBL volunteer roster through publicity and recruitment.
- Develops policies and procedures governing volunteer safety, training, expectations, and accountability.
- Creates and writes volunteer job descriptions.
- Maintains volunteer files and assists volunteer trainers with administrative logistics. Attends monthly meetings for agency volunteer coordinators.
- Staffs BTBL reading room desk and reader assistance phones, as scheduled. Performs backup to reference, reader advisory, and technical support services for BTBL customers and general public.
- Assists in the development of policies and procedures; speaks to external groups, serving as lead as assigned.
- Represents BTBL and CSL at agency and bureau meetings, community organizations, non-profit organizations and professional organizations serving BTBL clients, as assigned.

DESIRABLE QUALIFICATIONS:

- Ability to work both independently and in a team environment.
- Ability to communicate thoughts clearly, orally and in writing.
- Ability to work with BTBL customers, State Library customers, other support staff, supervisors, and volunteers.
- Willingness to learn new things and embrace change.
- Ability to effectively work with people with disabilities, especially those with visual impairment.
- Ability to exhibit a positive and friendly service approach when dealing with staff contacts.

KNOWLEDGE AND EXPERIENCE:

- Ability to develop and implement long range goals and objectives based on analysis of clients needs.
- Ability to develop and implement program measurement and evaluation methods.'
- Ability to set priorities, plan, direct, organize, and evaluate the work of others.
- Ability to prepare budget requests and support documents and monitor budgets.
- Ability to complete tasks within agreed upon standards of accuracy and timeliness.
- Knowledge of Library management and current library trends.
- Knowledge of principles and practices of supervision, especially in the state Civil Service system.
- Knowledge of information retrieval and referral practices and internet search protocols.
- Knowledge of database and report generation software programs including MS Access and Crystal Reports, or the ability to learn.
- Knowledge of BTBL operations as they apply to customer service, and reader advisory functions, or ability to learn.
- Knowledge of computers and industry standard office software programs including Microsoft Excel, Word, Access, and Outlook E-mail.
- Ability to prioritize workflow issues and communicate clearly with section heads, program managers and staff.
- Ability to analyze and compare data to generate useful reports using industry standard software.
- Ability to evaluate situations accurately and take effective actions.
- Ability to correctly and independently interpret and apply customer service regulations, guidelines, policies and procedures for NLS and BTBL.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until the position is filled.** ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. **Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER